

SWANSEA BAY UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB DETAILS:

Job Title	Infection Prevention & Control HCAI Audit and Surveillance Support Worker
Pay Band	3
Hours of Work and Nature of Contract	22.5 hours per week
Division/Directorate	Corporate Nursing
Department	Infection Prevention & Control
Base	Neath Port Talbot Hospital (22.5 hours per week post) (with potential to work across all sites should service demand)

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Senior Infection Prevention & Control Nurse Specialist
Reports to Line Manager:	Infection Prevention & Control Nurse Specialist
Professionally Responsible to:	Head of Nursing, Infection Prevention & Control

Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

Job Summary / Job Purpose:

To work in partnership with Infection Prevention & Control Nurses to provide an integrated service in all health delivery settings including Primary, Secondary and Tertiary care, Mental Health & Learning Disabilities. The post holder contributes to the care of patients by supporting the delivery

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of the Infection Prevention & Control (IPC) service. The role is primarily concerned with supporting quality improvement initiatives by undertaking audit and surveillance.

DUTIES/RESPONSIBILITIES:

Clinical / Professional

- To work without direct supervision, but with guidance from an Infection Prevention & Control Nurse in relation to delivery of set Infection Prevention & control work.
- To undertake a range of delegated clinical duties that support the delivery of the Infection Prevention & Control Service.
- To participate in the collection of Infection Prevention & Control surveillance data.
- To undertake assurance checks relating to alert organisms and infections.
- To participate in the implementation, roll out, training and auditing of Infection Prevention & Control related care bundles/improvement work.
- To undertake Infection Prevention & Control environmental audits; as guided by an Infection Prevention & Control Nurse.
- To participate in quality improvement initiatives to facilitate a reduction in health care associated infections.
- To undertake Infection Prevention & Control hand hygiene audits, using approved methods, as guided by an Infection Prevention & Control Nurse.
- To undertake other audits relating to Infection Control practice, as guided by Infection Prevention & Control Nurse, e.g. during incidents/outbreaks of infection, etc.
- To collate relevant information relating to outbreaks of infection, as deemed appropriate by an Infection Prevention & Control Nurse, e.g. details of cases, details of symptoms, etc.
- To record results of audits accurately and securely, using approved Infection Prevention & Control systems of working.
- To accurately report all audit results to an Infection Prevention & Control Nurse.
- To undertake a range of delegated duties in relation to decontamination, and other engineering aspects of IPC that support the delivery of the Infection Prevention and Control Service.
- To participate in, and to undertake, microbiological environmental screening where deemed appropriate, as guided by an Infection Prevention & Control Nurse.
- Report accidents/untooward occurrences and complaints to an Infection Prevention & Control Nurse as soon as possible. Promptly report concerns and risks verbally and by using the Health Board's risk reporting mechanisms.
- To participate in specific research projects in relation to Infection Prevention & Control.

Development and Training

- To participate in the delivery of local Infection Prevention & Control training and education of staff across the Health Board; e.g. hand hygiene training, PPE donning and doffing training, bed and commode cleaning training

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- To promote self-development through continuous learning.
- To attend mandatory / statutory training according to Health Board policy.
- To attend other training courses as identified at Personal Development Review.

Communication and Relationships

- To communicate calmly and effectively with the Infection Prevention & Control Team and other Health Board staff. This involves exchanging information using tact and diplomacy where barriers to understanding and acceptance may exist.
- To effectively deal with enquiries, conveying telephone and other messages quickly, politely and effectively.
- To build close working relationships with members of the Infection Prevention & Control Team, ward and department staff, and staff within the community.
- To exchange confidential information internally and exercise judgement when dealing with difficult situations that relate to the Infection Prevention & Control service.
- To attend relevant Infection Prevention & Control meetings / workshops, as deemed appropriate by the Head of Nursing or Matron and actively contribute to the sharing of information with the IPCT.
- To assist in the facilitation of workshops for Health Board staff, and, where deemed appropriate, with key external stakeholders.
- To maintain complete confidentiality at all times in relation to patients, staff and Health Board business.

Research and Development

- To participate in specific Infection Prevention & Control research projects as guided by an Infection Prevention & Control Nurse.

Human Resources, Education and Training

- To participate in the delivery of the Infection Prevention & Control service in line with national and good practice requirements.
- To identify and build close working relationships with all key stakeholders, in particular liaising closely with the members of the Infection Prevention & Control Team, ward and department staff, Clinical Directorates in relation to Infection Prevention & Control.

Financial Responsibilities

- To be responsible for the effective use and care of Infection Prevention & Control Team resources; e.g. teaching materials, documentation, paperwork, software, etc.

Information Resources

- To participate in data collection, which contributes towards information systems within Infection Prevention & Control and that meets individual specific requests from the Health Board.
- To maintain accurate, up-to-date written and electronic documentation in line with Health Board guidelines.

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Physical Effort

- There is a regular requirement to travel between NHS sites and community areas.
- There is a frequent requirement for light physical effort including bending, stretching, kneeling when undertaking environmental audits and screening.
- There is a frequent requirement to stand in one vicinity for 20 minute periods when undertaking hand hygiene audits

Mental Effort

- Frequent concentration will be required due to changing priorities in respect of the Infection Prevention & Control Service.

Emotional Effort

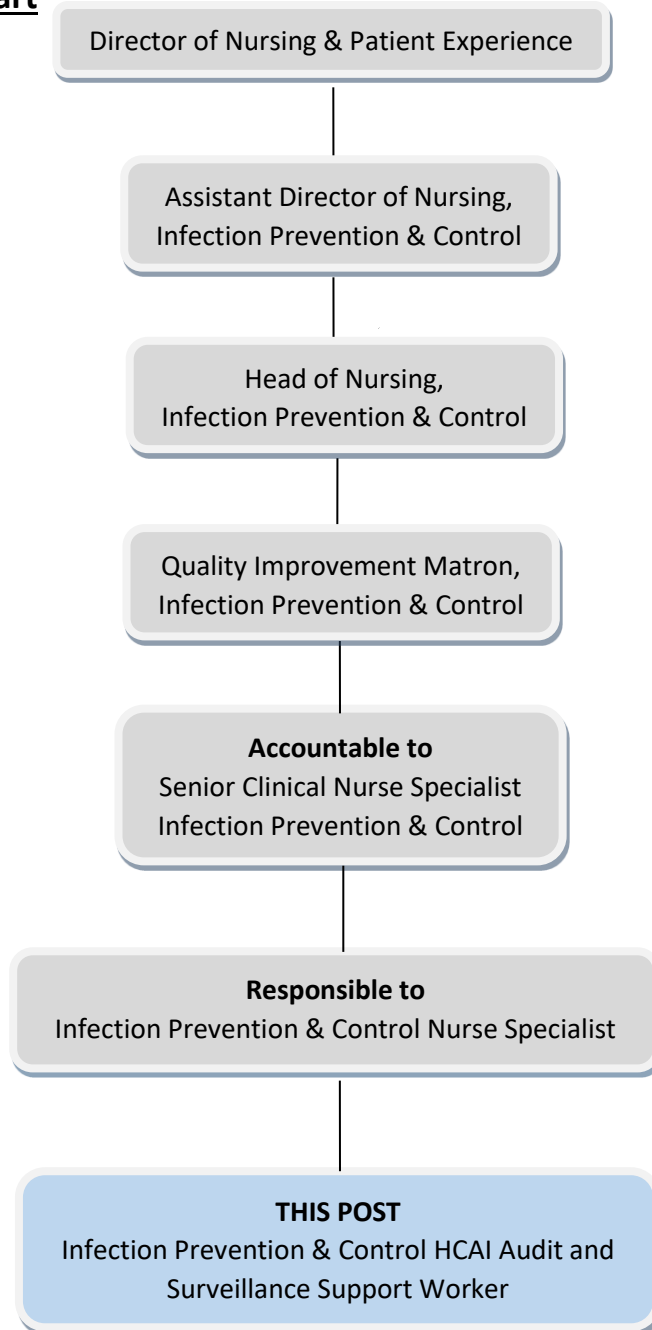
- The post holder will occasionally be exposed to emotional circumstances whilst dealing with issues related to the Infection Prevention & Control Service.

Workplace Conditions

- Frequent VDU use is required for this post
- There is a regular requirement to travel

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Organisational Chart



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PERSON SPECIFICATION

Band 3 - Infection Prevention & Control HCAI Surveillance & Support Worker

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/ or Knowledge	Basic numeracy and literacy skills		Application form Interview
	NVQ in Healthcare Level 3 (or willing to work towards NVQ in Healthcare Level 3) or equivalent relevant experience		Application form Interview
Experience	Experience as an NHS Healthcare Support Worker		Application form Interview
	Experience in multi-disciplinary team working		Application form Interview
	Interest in Infection Control		Application form Interview
		Previous experience of working in an acute care setting	Application form Interview
		Previous experience of working in the community setting	Application form Interview
Aptitude and Abilities	Excellent communication and interpersonal skills		Application form Interview
	Good organisational skills		Application form Interview
	Ability to work under pressure		Application form Interview
	Ability to work under guidance, but without direct supervision		Application form Interview
	Maintain confidentiality		Application form Interview
	Basic IT Skills		Application form

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			Interview
		Ability to speak Welsh	Interview
Values	Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes. Sees and treats others as individuals (patient, families, and colleagues) and treats people with dignity and respect. Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough. Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values. Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients, families, colleagues). Friendly and helpful disposition, awareness of how our own and others’ behaviours impact on people’s experiences and the organisation’s reputation. Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.		Application Form Interview References
Other	Ability to travel between Health Board sites including community areas		Application form interview

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	Able to work hours flexibly, if/when required		Application form Interview
	Motivated and enthusiastic		Application Form Interview
			Application form Interview

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions.

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This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the Health Board to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The Health Board is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Health Boards Disciplinary Policy.
- **DBS Disclosure Check:** In this role you may have direct / indirect contact with patients/service users/ children/ vulnerable adults in the course of your normal duties. You will therefore be

required to apply for a Criminal Record Bureau Standard / Enhance Disclosure Check as part of the Health Boards pre-employment check procedure.

- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.